

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Kids Ministry Lead Director, Troy Campus, Hub Leader
Department:	Kids Ministry
Campus:	Troy Campus
Date:	12/1/2019
Supervisor:	Executive and Regional Hub Pastor, Troy Campus
FSLA Status:	Exempt

Position Profile:

Woodside Kids Lead Director, Troy Campus, Hub Leader serves as a member of Campus Staff and is under the direction and leadership of the Executive and Regional Hub Pastor. Kids Lead Ministry Director exists to partner with parents to help kids discover and embrace a relationship with Jesus Christ for a lifetime and to fulfill the purpose, mission, and values of the church.

Skill Set:

- **Influencer and motivator:** Able to cast vision and inspire people around the Woodside Kids Ministry vision / strategy. Personality: Outgoing, relational, friendly and positive
- **Strong leader:** Ability to recruit, build, lead and maintain teams
- **Industrious:** Self-motivated, hardworking, organized and able to manage projects in a timely manner
- **Teachable:** Able to work as part of a team with other campus staff and multisite Kids Directors
- **Passionate:** Lead with a passion for families and relate well with volunteers, kids and parents
- **Tech Proficient:** Ability to learn database and information systems to access approved curriculum

Competencies:

- Adaptability/Flexibility
- Budgets/Cost Control
- Following Policies and Procedures
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Know Your Sheep
- Managing Across Departments/Locations
- Prioritizing and Organizing Work
- Servant Leadership
- Teaching
- Team Leadership
- Teamwork
- Using Computers and Technology

Experience Qualifications:

- Bachelor's degree recommended and 2+ years' experience working with Kids Ministry
- Good character and reputation with a commitment to spiritual health
- Motivated to build and maintain healthy volunteer teams and see the church effectively partner with parents to raise godly families
- For local or internal candidates:
 - Regular attender and member of Woodside Bible Church
 - Mandatory previous Kids Ministry experience, minimally having served in Woodside Kids Ministry and understand the essence of Woodside Kids Ministry

Duties and Responsibilities:

- Leads the Woodside Kids Ministry to instill in kids a deep love for Jesus and his church, as we equip parents to be their primary spiritual influencers

- Recruits, coaches, and retains large volunteer teams throughout the year
- Leads the Woodside Kids Ministry under the established vision and strategy
- Implements and executes the Kids Ministry DNA in the context of the Campus *See Ministry DNA
- **Relational:**
 - Develops relationships with volunteers, parents, kids, the church family and surrounding local community
 - Provides congregational care (hospital visits/funerals/counseling/on call) for volunteers and kids in the ministry and their families when needed
- **Administrative:**
 - Oversees campus budget for Woodside Kids
 - Manages the ongoing schedule of volunteers and maintain a proficiency in the database
- **Personal:**
 - Does not miss more than 3 Sundays per calendar year *For full time directors
 - Active involvement in a Woodside Life Group and regularly attends weekend worship gathering

HUB Leader:

- Direct reports to Executive and Regional Hub Pastor, with a dotted line to the Central Ministry Pastor. Participates in any meetings specific to the Ministry Hub role.
- Assists the Central Ministry Pastor by:
 - Observing and evaluating Ministry DNA.
 - Collaborating and executing alongside the Central Ministry Pastor and ministry HUB team on any other tasks that would support the growth and health of the ministry.
- Collaborating with the HUB Ministry team by providing leadership, encouragement, and support to the determined Campus Directors within their HUB by:
 - Serving as their resourcing Ministry leader and coach, which involves monthly one-on-ones and suggested goal setting through EDGE.
- Serves as a HUB Ministry team member to resource and support their assigned Campus Ministry Directors and act as their liaison to ensure open and consistent communication lines.

Campus Additional Responsibilities:

- **Lead Sunday Welcome Team:** Oversee, recruit, and lead Sunday Welcome Team
- **Upward Basketball:** Oversees, supports volunteer leaders, ensures Child Protection Program is followed
- **Manage WK Staff:** Oversees, trains, leads multiple WK staff members
- **CORE Team Member:** Participates in weekly meetings, supports leadership initiatives

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church at the Troy campus.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED | REVIEWED BY

DATE

APPROVED BY

DATE
